



COR Standard for Certification and Training





Panel on Contracting Integrity

- Section 813, FY07 NDAA directed AT&L to establish a Panel on Contracting Integrity to review progress DoD has made in eliminating areas of vulnerability that allow for fraud, waste, and abuse.
- The Panel identified inadequate surveillance of services contracts as one area of vulnerability and directed:
 - Development of a COR Standard for Certification
 - Develop policy to require that properly trained CORs are assigned before contract award
 - Require COR performance to be reflected in performance assessments



Panel identified general and technical competencies for CORs

- Assembled listing of common COR functions/duties/responsibilities from Component/agency letters of Appointment/Delegation
- Focus group of CORs validated competencies using DAU's Think Tank
- Competencies closely aligned with those recommended in OFPP's Federal Acquisition Certification-COTR, 26 November 07
 - Competencies are more specific to needs of DOD including surveillance in a contingency environment
- Training and Certification Standard were developed to ensure



813 Panel Progress

- DEPSECDEF memo of 22 Aug 08 requires appointment of trained COR before contract award
 - Requires COR duties to be considered during annual performance assessment
- New DoD-wide Certification Standard and DOD Policy Instructions are in DoD review
 - Will apply to all CORs in DOD
 - Experience and Training will be standardized
 - Individual components/activities can add additional requirements



Type A Work Effort

- Low performance-risk, fixed-price requirements without incentives. Attributes of such requirements might include, for example: lack of technical or administrative complexity, no identifiable risk factors, limited requirement for technical expertise, low likelihood of modifications, effort is a follow-on to an existing contract, etc.
- COR duties/responsibilities are generally limited to minimal technical and/or administrative monitoring of the contract.

Type A Experience and Training Standard for COR

- Experience:
 - 6 months general experience
 - Relevant experience as determined by supervisor and KO
- Training:
 - DAU's 8 hr CLC 106
 - Contingency module if in contingency environment



Type B Work Effort

- Other than low risk requirements. Attributes of such requirements might include, for example: the nature of the work is more complex, effort will be performed in multiple regions or in remote geographic locations, contract contains incentive arrangements or cost sharing provisions, contract is a cost-type or T&M/LH type.
- COR duties/responsibilities are of increased complexity.

Type B Experience and Training Standard for COR

- Experience:
 - 12 months general experience
 - Relevant experience as determined by supervisor and KO
- Training:
 - DAU'S COR 222, ALMC COR course or equivalent
 - Contingency module if in contingency environment



Type C Work Effort

- Unique contract requirements that necessitate a professional license, technical license or higher education, beyond the type B requirements.
- Such requirements might include, for example: environmental remediation, major weapons systems, medical services, dental services, and veterinarian services, etc.
- COR duties/responsibilities involve highly complex or specialized requirements.

Type C Experience and Training Standard for COR

- Experience:
 - 12 months general experience
 - Relevant experience as determined by supervisor and KO
- Training:
 - DAU'S COR 222, ALMC COR course or equivalent
 - Contingency module if in contingency environment
 - Mandatory/Specialized Training determined by Agency



Training Requirements

- DOD Panel is recommending a COR certification that includes specific DAU courses or equivalents.
- Type A
 - CLC 106, CORs With A Mission Focus, 8 hours on-line
- Type B/C
 - COR 222, Contractor Officer Representative Course, 32-36 hour resident course
 - On-line alternative in development. Expected completion in 4th Qtr FY 2010



Training Requirements (cont)

- Contingency (when applicable)
 - CLC 206, CORs in the Contingency Environment, 2-3 hrs on-line
 - Expected completion 2nd Qtr FY 2010
- All CORs
 - CLM 003 or agency equivalent on procurement ethics
- COR Refresher
 - Hours specified, no specific course



Equivalency

- **Equivalency to DAU courses necessary to ensure CORs get required competencies**
 - Equivalency assessment is formalized process through American Council on Education (ACE)
 - ALMC COR training is equivalent to COR222 + CLC 206
- **Contractors and Internal Gov't Providers can submit training for equivalency**
 - Must match Terminal Learning Objectives
 - ACE accreditation and Qualified Instructors



DoD COR Tool

- **Electronic nomination process**
 - COR has the ability to self nominate
 - Electronic supervisor and contracting officer/specialist approval of COR nomination request
- **Review status of all COR nomination requests**
 - Approved, Rejected, awaiting approval
- **Identify CORs by name, career field, certification level and other contact information**
- **Identify COR supervisor by name and other contact information**
- **Identify contracting officer/specialist by name and other contact information**



DoD COR Tool

- **Identify all training completed by the COR by complexity of the work/requirement (Type A/B/C), including basic and refresher training requirements**
- **Track contracts by COR**
- **Track CORs by contract**
- **Add and review documents, such as a Status Report, COR trip report, correspondences and other miscellaneous documents to one or more of the COR appointed contracts**
- **Termination of COR appointment**



DoD COR Tool

- **Beta version of the DoD COR Tool delivered to DoD February**
- **Testing of beta version with DoD volunteer users**
- **Initial Operational Capability Version 1.0 - March 30**



DoD Timeline

INITIATIVES	TIMELINE
DEPSECDEF Memorandum issued	22-Aug-08
Delivery of Version 1.0 DoD COR Management Tool	31-Mar-10
Fielding of CLC 206 on-line training, "COR in the Contingency Environment",	31-Mar-10
Joint COR Contingency Handbook	31-Mar-10
Fielding of COR 222 on-line training, "Contracting Officers Representative's Course"	30-Sep-10
Publish DOD COR Policy	FY10
Publish DOD COR Instruction	FY11



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NATURE OF TYPE A WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE/TRAINING REQUIREMENTS
<p>Low performance-risk, fixed-price requirements without incentives. Attributes of such requirements might include: lack of technical or administrative complexity, no identifiable risk factors; limited requirement for technical expertise; low likelihood of modification; effort is a follow-on to an existing contract. COR duties/responsibilities are generally limited to minimal technical and/or administrative monitoring of the contract.</p>	<p><u>General:</u></p> <ul style="list-style-type: none"> ➤ Attention to Detail ➤ Decision Making ➤ Flexibility ➤ Oral and Written Communication ➤ Problem Solving/Reasoning ➤ Self-management/Initiative ➤ Teamwork <p><u>Technical:</u></p> <ul style="list-style-type: none"> ➤ Business Ethics ➤ Effective Communication of Contract Requirements ➤ Effective Contract Performance Management ➤ Effective COR Performance 	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type A work/requirements:</p> <ol style="list-style-type: none"> 1. Assist in acquisition planning. 2. Assist in contract award process. 3. Establish/maintain COR file with all required documentation. 4. Identify/prevent unethical conduct and instances of fraud/waste/abuse. 5. Perform technical/administrative monitoring and reporting duties in accordance with letter of delegation and surveillance plan. 6. Recommend/monitor proposed changes. 7. Monitor contract expenditures/payments 8. Monitor contract schedule compliance. 9. Perform liaison duties between the Contracting Officer, the Requiring Activity, and the contractor for management of the contract. 10. Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions. 11. Monitor the control/disposition of Government furnished assets. 12. Perform surveillance in a contingency environment, when applicable. 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> ➤ Agency experience: minimum of 6 months (may be waived) ➤ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➤ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. <p><u>Training:</u></p> <ul style="list-style-type: none"> ➤ DAU CLC 106, Contracting Officer's Representative (Basic) ➤ DAU COR 206, COR in the Contingency Environment, when applicable (competency 12) ➤ Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually. ➤ Additional training mandated by the contracting activity (e.g. WAFW). <p><u>Refresher Training:</u></p> <ul style="list-style-type: none"> ➤ Minimum of 8 hours COR specific training: ➤ Every three years, OR ➤ Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months. ➤ Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually. ➤ Any additional training mandated by the Activity.



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NATURE OF TYPE B WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE/TRAINING REQUIREMENTS
<p>Other than low performance-risk, fixed-price requirements without incentives. Attributes of such requirements might include: the nature of the work is more complex; effort will be performed in multiple regions/remote geographic locations, contract contains incentive arrangements or cost sharing provisions, contract is cost-type of T&M/LH type, or FP LOE. COR duties/responsibilities are of increased complexity.</p>	<p><u>General:</u></p> <ul style="list-style-type: none"> ➤ Attention to Detail ➤ Decision Making ➤ Flexibility ➤ Influencing/Persuasive interpersonal skills ➤ Oral and Written Communication ➤ Planning and Evaluating ➤ Problem Solving ➤ Reasoning ➤ Self-management/Initiative ➤ Teamwork <p><u>Technical:</u></p> <ul style="list-style-type: none"> ➤ Business Ethics ➤ Defining Government requirements ➤ Understanding and knowledge of contract type ➤ Effective analytic skills ➤ Effective Communication of Contract Requirements ➤ Effective Contract Performance Management ➤ Effective COR Performance ➤ Project Management ➤ Strategic Planning ➤ Understanding the Marketplace 	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type B work/requirements:</p> <ol style="list-style-type: none"> 1. Assist in acquisition planning. 2. Assist in contract award process. 3. Establish/maintain COR file with all required documentation. 4. Identify/prevent unethical conduct and instances of fraud/waste/abuse. 5. Review technical submittals/ensure compliance with Statement of Work/Statement of Objectives (e.g., perform technical monitoring and reporting in accordance with a Quality Surveillance Plan) 6. Perform administrative monitoring and reporting duties (e.g., handle security issues, attend meetings, etc.) 7. Recommend/monitor proposed changes. 8. Monitor contract expenditures/payments. 9. Monitor contract schedule compliance. 10. Perform liaison duties between the Contracting Officer and the contractor for management of the contract. 11. Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions. 12. Review and validate that contractor payment requests are commensurate with performance. 13. Monitor control/disposition of Government furnished assets. 14. Perform surveillance in a contingency environment, when applicable 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> ➤ Agency experience: minimum of 12 months (may be waived by the requiring activity. Waiver to be addressed in nomination package) ➤ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➤ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. <p><u>Training:</u></p> <ul style="list-style-type: none"> ➤ DAU COR 222 or ALMC-CL or equivalent course ➤ DAU COR 206, COR in a Contingency Environment, when applicable (competency 14) ➤ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually. ➤ Additional training mandated by the Contracting activity (e.g. WAWF). <p><u>Refresher Training:</u></p> <ul style="list-style-type: none"> ➤ Minimum of 16 hours COR specific training: • Every three years, OR • Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months ➤ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually ➤ Any additional training mandated by the Activity



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<p>Unique contract requirements that necessitate a professional license, higher education or specialized training beyond the Type B requirements.</p> <p>Such requirements might include, for example, environmental remediation; major weapons systems; medical/dental/ veterinarian services, etc.</p> <p>COR duties/responsibilities are of increased complexity.</p>	<p><u>General:</u></p> <ul style="list-style-type: none"> ➤ Attention to Detail ➤ Decision Making ➤ Flexibility ➤ Influencing/Persuasive interpersonal skills ➤ Oral and Written Communication ➤ Planning and Evaluating ➤ Problem Solving ➤ Reasoning ➤ Self-management/Initiative ➤ Teamwork <p><u>Technical:</u></p> <ul style="list-style-type: none"> ➤ Business Ethics ➤ Defining Government requirements ➤ Understanding and knowledge of contract type ➤ Effective analytic skills ➤ Effective Communication of Contract Requirements ➤ Effective Contract Performance Management ➤ Effective COR Performance ➤ Project Management ➤ Strategic Planning ➤ Understanding the Marketplace 	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type C work/requirements:</p> <ol style="list-style-type: none"> 1.1.Assist in acquisition planning. 2.Assist in contract award process. 3.Establish/maintain COR file with all required documentation. 4.Identify/prevent unethical conduct and instances of fraud/waste/abuse. 5.Review technical submittals/ensure compliance with Statement of Work/Statement of Objectives (e.g., perform technical monitoring and reporting in accordance with a Quality Surveillance Plan) 6.Perform administrative monitoring and reporting duties (e.g., handle security issues, attend meetings, etc.) 7.Recommend/monitor proposed changes. 8.Monitor contract expenditures. 9.Monitor contract schedule compliance. 10.Perform liaison duties between the Contracting Officer and the contractor for management of the contract. 11.Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions. 12.Review and validate that contractor payment requests are commensurate with performance. 13.Monitor control/disposition of Government furnished assets. 14.Perform surveillance in a contingency environment, when applicable. 15.Other specific functions consistent with the objectives of the Activity's mandatory specialized/technical training. 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> ➤ Agency experience: minimum of 12 months (may be waived by the requiring activity. Waiver to be addressed in nomination package) ➤ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➤ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. <p><u>Training:</u></p> <ul style="list-style-type: none"> ➤ DAU COR 222 or ALMC-CL or equivalent course ➤ DAU COR 206, COR in the Contingency Environment, when applicable (competency 14) ➤ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually. ➤ Additional training mandated by the contracting activity (e.g. WAWF). <p><u>Refresher Training:</u></p> <ul style="list-style-type: none"> ➤ Minimum of 16 hours COR specific training: <ul style="list-style-type: none"> • Every three years, OR • Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months. ➤ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually ➤ Any additional training mandated by the Activity. ➤ Any necessary for maintenance of license/certification/etc.



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